

3 FAM 3230 COST OF LIVING ALLOWANCES

3 FAM 3231 HOME SERVICE TRANSFER ALLOWANCE

3 FAM 3231.1 Certification for Granting Home Service Transfer Allowances

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

When granting a home service transfer allowance the following certification shall be inserted in the Remarks box of SF-1190:

"In order to be eligible for a grant of the home service transfer allowance, I certify that I agree to complete 12 months in the United States Government service following the effective date of my transfer to a post in the United States or other non-foreign area unless separated for reasons beyond my control which are acceptable to my employing agency. Failure to comply will result in my liability for repayment of this allowance."

Employee's Signature

3 FAM 3231.2 Approval Authority

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

a. The following individuals or their designated representatives:

State	The Director, Office of Fiscal Operations (M/FMP/FO/OFO)
USAID	See HB 26, Chapter 13
USIA	Chief, Foreign Service Personnel Division (M/PF or B/PF)
USDA	FAS--Assistant Administrator, Foreign Agricultural Affairs APHIS--Principal International Programs Officer
Commerce	Director, Office of Foreign Service Personnel (OFSP)

b. The representatives or their designee are authorized to:

(1) Grant home service transfer allowances and to revise or terminate grants of the allowance under subchapter STNRG-0250 of the Standardized Regulations or to grant the allowances under section STNRG-0013 Standardized Regulations as authorized by the Director of the Allowances Staff.

(2) Determine whether a house or an apartment is occupied on a temporary basis as required by section STNRG-0251.2c of the

Standardized Regulations; and

(3) Grant Home Service Transfer Allowance (HSTA) under Section 901 of the Foreign Service Act of 1980 for employees assigned as rovers to Washington, D.C., who meet the criteria of Section STNRG-0250, Standardized Regulations, except that they are not in the process of establishing themselves in permanent residence at the post of assignment. Once the allowance has been granted for any period of time, this eligibility for reimbursement of a subsistence expense portion of the HSTA terminates upon the employee's departure from the United States on official travel orders.

(4) Certify to the intent as required by section STRNG-0251.1b of the Standardized Regulations (see also section STNRG-0077.32c of the Standardized Regulations).

3 FAM 3231.3 Home Service Transfer Allowance Advance

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

For home service transfer allowance advance:

State	see section 4 FAM 333.3
USAID	see Handbook 19, Ch. 14D
USIA	see MOA VII-821
USDA	see section 4 FAM 333.3
Commerce	see section 4 FAM 333.3

3 FAM 3231.4 Review of the Application

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

Prior to granting a home service transfer allowance, the authorizing officer reviews carefully each submitted Form SF-1190 to ensure correctness of statements and costs for the temporary lodging portion and laundry/dry cleaning expenses indicated therein and the inclusion of a certified food expense statement. For this purpose, employees are required to furnish supporting receipts or other appropriate documentation for daily cost of temporary lodging and laundry/dry cleaning (unless coin-operated facilities are used).

3 FAM 3231.5 Grant of Allowance

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

The home service transfer allowance is granted on SF-1190. Copies of that form are distributed as provided in 3 FAH-1 H-3231.

3 FAM 3232 SEPARATE MAINTENANCE ALLOWANCE

3 FAM 3232.1 Application

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

Application for separate maintenance allowance is made on a SF-1190. That application is processed under procedures found in chapter STNRG-0070 of the Standardized Regulations and chapter 3 FAH-1 H-3230.

3 FAM 3232.2 Separate Maintenance Allowance For the Convenience of the Government (Involuntary)

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

The following officials are authorized to approve a separate maintenance allowance for the convenience of the Government (involuntary) in accordance with subchapter STNRG-0260 of the Standardized Regulations.

State Executive Director of IO or the appropriate regional bureau

USAID See HB 26, Chapter 13, Sec. 13F10

USIA Chief, Foreign Service Personnel Division (M/PF) or Chief,
Foreign Service Personnel Division (M/PF or B/PF)

USDA FAS--Director, Management Services Division APHIS --
Director, Resource Management Support, IS

Commerce Director, Office of Foreign Service Personnel (OFSP)

In specified circumstances, (with the exception of approvals for SMA for special need or hardship), authorizing officers in USAID, USIA, Agriculture, and Commerce may redelegate their authority to authorizing officers at field posts to grant, revise, or terminate separate maintenance allowances.

3 FAM 3232.3 Separate Maintenance Allowance for Special Needs or Hardship (Voluntary)

3 FAM 3232.3-1 Approval Authority

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

The following officials are authorized to approve a separate maintenance allowance for special needs or hardship (voluntary), under the criteria outlined in chapter STNRG-0260 of the Standardized Regulations.

State Executive Director of IO or the appropriate regional bureau

USAID See HB 26, Chapter 13 Sec. 13D

USIA Chief, Foreign Service Personnel Division (M/PF), or
Foreign Personnel Advisor (VOA/PF)

USDA Management	FAS--Director, Management Services Division, APHIS--Deputy Administrator, IS
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Commerce	Director, Office of Foreign Service Personnel (OFSP)
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This authority to approve a separate maintenance allowance for special needs or hardship may not be further delegated.

3 FAM 3232.3-2 Authority to Deny

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

Only the following officials can disapprove SMA applications for special needs or hardship:

State	Deputy Assistant Secretary for Personnel
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USAID	See HB 26m Chapter 13, See 13D2
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USIA	Director, Office of Personnel (M/P or B/P)
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USDA	FAS--Assistant Administrator, Management APHIS--Deputy Administrator, IS
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Commerce	The Director General or appropriate Secretarial Officer. (NOTE: Commerce normally will approve a change in SMA for special needs or hardship only where a change will not result in additional cost to the U.S. Government.)
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An employee will be informed in writing of approval or disapproval within 15 working days of receipt by the approving official.

3 FAM 3232.3-3 General

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

a. A member of the Service may request separate maintenance allowance (SMA) for special needs or hardship for any or all of the member's dependents either before commencing a tour of duty or at any time during a tour of duty. The member may also request termination of such SMA at any time during the tour of duty. Only one change of status of such SMA for each family member will be permitted for a single tour of duty except following termination of an authorized/ordered departure (see section STNRG-0264.2(2) of the Standardized Regulations). However, during the first or last 90 days of such tour no change of status is allowed. (For the AID definition of a tour of duty for SMA purposes, see HB 26, Ch. 13, See 13F10). (See 3 FAH-1 H-3230 for further clarifying information and procedures on applying for and changing SMA).

b. The following travel benefits will not be granted to those members of a family for whom the separate maintenance allowance described above is payable: visitation travel, home leave travel, educational travel, travel of children of separated parents, and rest and recuperation travel for family members.

c. Where the application is based on section STNRG-0262.2 of the Standardized Regulations, it shall include a signed statement from the member certifying the circumstances of special need or hardship and stating that such circumstances do not:

(1) Include voluntary legal separation between member and spouse or separation occurring through a divorce decree, whether limited, interlocutory, or final (A legal separation is deemed to exist at such time as either the employee or spouse shall have initiated action affecting the status of the marriage such as a separate maintenance action, or separation from bed and board short of application for divorce); or

(2) Involve a child whose legal custody is vested wholly, or in part, in a person other than the member, unless joint custody is established. (See section STNRG-0263.4 of the Standardized Regulations) Members of the Service should also be aware of other circumstances where SMA is not warranted (see section STNRG-0263 of the Standardized Regulations).

3 FAM 3232.4 Application In Washington For Salary, Allowances, And Post Differential Due Returning Personnel

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

Foreign Service and other American civilian personnel transferring to the headquarters of the agency, or separating, may be paid (by the agency's Washington D.C. fiscal office) any salary and allowances due them from the last date paid by the previous payrolling office. (See procedures in 3 FAH-1 H-3230).

3 FAM 3232.5 Annual Report Of Living Quarters Expenses

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

An annual report of living quarters expenses to the Department of State, Allowances Staff, is required by section STNRG-0077.2 of the Standardized Regulations. Legible photocopies are acceptable.

3 FAM 3233 THROUGH 3239 UNASSIGNED